



## Institutional Assessment Committee

June 14, 2017

### Establishment and Authority

The Institutional Assessment Committee is a working committee established by the president.

### Purpose/Responsibilities

The purpose of the Committee is to collaboratively foster the college wide integration of assessment, planning, and research in order to encourage the continuous improvement of academic programs, academic and student support services, and administrative services at CGCC.

The Committee shall:

- a) Build capacity for assessment and continual, data-driven improvement.
- b) Provide guidance, training and support to all college departments in the development and integration of assessment activities.
- c) Provide institutional data and findings from research and assessment to support institutional planning processes and decision-making.
- d) Be a repository for college assessment data, analysis, and reporting.
- e) Synthesize CGCC assessment activities and provide institutional review regarding quality of service and mission fulfillment.
- f) Perform the functions of an Institutional Review Board.

### Committee Composition and Governance

- 1) *Membership* – open membership, individuals responsible for ongoing assessment activities sought, broad college representation encouraged
- 2) *Leadership* – committee chair: director of curriculum & assessment
- 3) *Meetings* – meetings scheduled at least once per month or as needed
- 4) *Voting* – by consensus

### Reporting

The Committee shall report to the Quality Council on its activities and any recommendations.

### Review and changes to the Charter

The Committee shall review this charter on an annual basis and recommend any changes to the president.

### Requestor

Name: Susan Lewis, director of curriculum & assessment

### Approved June 14, 2017

Dr. Frank K. Toda – president